

SUBJECT  <b>Centralized List of HACCP Program Records</b>	ISSUE DATE	
PLANT NAME ADDRESS	SUPERSEDES	PAGE 1 of 2

The purpose of this checklist is to assist the plant HACCP team in demonstrating that those records normally required under the NCIMS HACCP voluntary alternative are current and available. This checklist may also serve as a tool for internal and external HACCP auditors.

Record	Available (✓ = yes)	Most Current Version (✓ = yes)	Comments
Required HACCP documents including forms are dated or identified with current version number. Each page is marked with a new date or version number whenever that page is updated. Most current versions used.		NA	
Table of Contents			
Centralized List of HACCP Program Records			
Document Change Log			
Process Flow Diagram (s)			
Product Description(s)			
Written Hazard Analysis(s) for each product			
CCP HACCP Plan Summary(s) for each product.			
CCP Monitoring Documents			
Centralized Deviation Log			
HACCP System Verification Documentation (including calibration of CCP monitoring equipment (i.e. past. equipment checks); review of CCP monitoring records, corrective action records, and calibration records; and plant signatures and date on these records)			
HACCP System Validation Documentation (Annually or when changes are made in raw materials or source of raw materials; product formulation; processing methods or systems, including computers and their software; packaging; finished product distribution systems; or the intended use or intended consumers of the finished product and consumer complaints)			
Prerequisite Program #1 – Safety of Water			
<ul style="list-style-type: none"> <li>Monitoring Records related to this PP (list records by name)</li> </ul>			
<ul style="list-style-type: none"> <li>Nonconformity correction records related to this PP.</li> </ul>			
Prerequisite Program #2 – Condition and Cleanliness of Food Contact Surfaces			
<ul style="list-style-type: none"> <li>Monitoring Records related to this PP</li> </ul>			
<ul style="list-style-type: none"> <li>Nonconformity correction records related to this PP.</li> </ul>			
Prerequisite Program #3 – Prevention of Cross-Contamination			
<ul style="list-style-type: none"> <li>Monitoring Records related to this PP</li> </ul>			
<ul style="list-style-type: none"> <li>Nonconformity correction records related to this PP.</li> </ul>			
Prerequisite Program #4 – Maintenance of Hand Washing and Sanitizing and Toilet Facilities			
<ul style="list-style-type: none"> <li>Monitoring Records related to this PP</li> </ul>			

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<ul style="list-style-type: none"> <li>Nonconformity correction records related to this PP.</li> </ul>			
Prerequisite Program #5 – Protection from Adulteration			
<ul style="list-style-type: none"> <li>Monitoring Records related to this PP</li> </ul>			
<ul style="list-style-type: none"> <li>Nonconformity correction records related to this PP.</li> </ul>			
Prerequisite Program #6 – Proper Labeling, Storage, and Use of Toxic Compounds			
<ul style="list-style-type: none"> <li>Monitoring Records related to this PP</li> </ul>			
<ul style="list-style-type: none"> <li>Nonconformity correction records related to this PP.</li> </ul>			
Prerequisite Program #7 – Control of Employee Health Condition			
<ul style="list-style-type: none"> <li>Monitoring Records related to this PP</li> </ul>			
<ul style="list-style-type: none"> <li>Nonconformity correction records related to this PP.</li> </ul>			
Prerequisite Program #8 – Exclusion of Pests			
<ul style="list-style-type: none"> <li>Monitoring Records related to this PP</li> </ul>			
<ul style="list-style-type: none"> <li>Nonconformity correction records related to this PP.</li> </ul>			
Other Prerequisite Programs that are relied upon in the Hazard Analysis to reduce the likelihood of a potential hazard (List each separately, add rows as needed)			
<ul style="list-style-type: none"> <li>Monitoring Records related to this PP</li> </ul>			
<ul style="list-style-type: none"> <li>Nonconformity correction records related to this PP.</li> </ul>			
Other Applicable NCIMS Requirements – Appendix K (list each separately, add rows as needed)			
<ul style="list-style-type: none"> <li>Monitoring Records related to these requirements</li> </ul>			
<ul style="list-style-type: none"> <li>Nonconformity correction records related to these requirements</li> </ul>			